



**State of Arizona  
Department of Education**

**Tom Horne  
Superintendent of  
Public Instruction**

**Memorandum**

**SPED# 03-21  
March 5, 2003**

**TO:** Trained Surrogate Parents

**FROM:** Mary Mitchell  
Surrogate Parent Supervisor  
Exceptional Student Services

Laura Gelardo  
Surrogate Parent Coordinator  
Exceptional Student Services

Steven N. Mishlove  
Director of Administrative Services  
Exceptional Student Services

**RE:** Updating the Trained Surrogate Parent List

The Arizona Department of Education/Exceptional Student Services (ADE/ESS) is asking for your assistance in updating the names, addresses and telephone numbers of our trained Surrogate Parents. Currently your name is on the inactive list. In accordance with [ARS 15-763.01] in order for you to remain an active surrogate parent you will need to be fingerprinted by the Arizona Department of Public Safety and obtain a Class One Fingerprint Clearance Card. This must be completed no later than January 1, 2002. Please call (602) 223-2279 for instructions on how to obtain your Class One Fingerprint Clearance Card.

Please fill out the bottom portion and either fax to (602) 364-0641 or mail to the Arizona Department of Education, Exceptional Student Services, Attention, Laura Gelardo Surrogate Parent Coordinator, 1535 West Jefferson Street, Bin #24, Phoenix, Arizona 85007.

Should you have any questions, please feel free to call (602) 364-0866. Thank you for your attention to this matter.



**PLEASE CHECK:**

Please retain my name on the trained Surrogate Parent Active List: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

COUNTY \_\_\_\_\_ E-MAIL \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

January 30, 2003